COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 36-22, *Military Training.* It provides specific guidance on the Aircrew Graduate Evaluation Program (AGEP). AGEP provides a formal mechanism for gathering and reporting data, assessing mission accomplishment, and training quality. This publication applies to all aircrew operational training units. It also applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units gained by AETC. If a conflict exists between this instruction and a service contract, the contract takes precedence. Subordinate units may supplement this instruction. Units will forward proposed supplements to HQ AETC/DOZE for approval with an information copy to HQ AETC/DOF. Submit recommended changes to this instruction using AF Form 847, **Recommendation for Change of Publication,** to HQ AETC/DOZE. Waiver authority is HQ AETC/DOZ. For ANG, route change request through ANG/DOT to HQ AETC/DOZE. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. Attachment 1 contains a glossary of references and supporting information used in this publication.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFI 33-322, Volume 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision updates the Graduate Evaluation Program from a paper-based survey system to an Internet/web-based electronic system; changes the title of the Graduate Evaluation Program to the Aircrew Graduate Evaluation Program (AGEP) to more accurately describe subject matter content; clarifies the scope and courses affected by the AGEP, changes the title of program managers to base survey administrators (BSA) and clarifies BSA duties; clarifies the administration of the AGEP and simplifies the chain of authority for AGEP administration; deletes references to field visits; and removes references to obsolete reports.

1. Scope. This instruction applies to all AETC undergraduate and graduate formal training units (FTU) conducting aircrew training, including ANG units gained by AETC and AFRC FTUs. (***EXCEPTION:*** Aircrew survival training graduate evaluations will be conducted in accordance with AETCI 36-2207,

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Survival, Evasion, Resistance, and Escape (SERE) Training Systems Evaluation.) Formal aircrew training includes introductory flight training, navigator introductory flight training, all initial and advanced pilot training, Euro-NATO joint jet pilot training, pilot instructor training, introduction to fighter fundamentals, AETC-owned FTUs, navigator and electronic warfare officer training, flight engineer training, loadmaster training, air battle management training, aerial gunner training, communication systems operator training, and boom operator training.

2. Goal. As part of the instructional systems development (ISD) continuum and curriculum development, feedback gathered through the AGEP will be used to ensure graduates of AETC training courses meet customer requirements.

3. Responsibilities:

3.1. Aircrew Graduate Evaluation Program Manager (AGEPM). The AGEPM is HQ AETC/DOZE. HQ AETC/DOZE will:

3.1.1. Set policy, review and approve implementing supplements, and resolve AGEP questions.

3.1.2. Manage AGEP, to include system security, establish initial user roles to access the AGEP server for administrative functions, issue passwords for base survey administrators (BSA), edit and assign roles to evaluators, and modify user privileges.

3.1.3. Provide coordination and support to the responsible branch within HQ AETC/DOF to change, add, edit and/or update syllabus surveys and syllabus stops (for example, prerequisite to be completed before the next syllabus lesson).

3.1.4. Assist BSAs, course managers, supervisors, and users with data and reports in the AGEP database.

3.1.5. Notify BSAs when significant changes are made to the AGEP Web site (https://agep-ift.randolph.af.mil/gradeval/) or user's manual.

3.1.6. Maintain an online user's manual for AGEP.

3.1.7. Ensure data is available for analyses and provide guidance on preparing reports. Assist in preparing additional reports as requested by training program managers and customers for use at course training standards and syllabus conferences, fighter cross-tell conferences, "road show" briefings, command performance metrics, etc.

3.1.8. Advocate AGEP surveys from gaining major commands (MAJCOM) on AETC flying training programs. When graduates depart AETC, the AGEP relies on inter-MAJCOM cooperation for feedback on AETC programs.

3.1.9. Establish and maintain a network of points of contact (POC) at as many non-AETC gaining bases as possible. Maintain this list of POCs on the AGEP Web site. Encourage AETC BSAs to make contact with POCs at gaining bases to solicit feedback on wing training programs.

3.2. Base Survey Administrator (BSA). The BSA will:

3.2.1. Be appointed by the operations group commander or equivalent to manage the AGEP at each AETC FTU. Additional POCs may be appointed at subordinate levels at unit discretion.

3.2.2. Be the overall AGEP wing-level POC.

3.2.3. Conduct AGEP training for wing evaluators and other local users as deemed necessary.

3.2.4. Establish contact with follow-on training units and gaining units to solicit AGEP feedback on wing programs. A BSA and POC listing is maintained on the AGEP Web site. A proactive BSA will play a key role in achieving desired return rates from gaining units.

3.2.5. Issue user IDs and passwords for instructors, supervisors, and commanders, and assign users the appropriate AGEP rule.

3.2.6. Be responsible for local AGEP student administration, to include using the AGEP database to assign students to their classes; moving held-over students from one class to another; contacting HQ AETC/DOZE to remove eliminated students from the database; graduating and moving students from one training location to another, etc. (*NOTE:* This function may be delegated to a registrar position, or equivalent, if one exists. The AGEPM (HQ AETC/DOZE) is available to assist with AGEP student administration, but primary responsibility resides with the BSA.)

3.3. Evaluators. Evaluators will complete surveys. Evaluators include primary supervisors, formal course instructors, and, when contractual provisions permit, contracted instructors. Service contracts should include the requirement to complete AGEP surveys.

3.3.1. The preferred evaluator is the student's primary instructor or, if there is no primary instructor, the immediate supervisor.

3.3.2. The BSA will provide paper copies of surveys to use as a backup to the web-based AGEP for those times when the server is off line. When the web-based program is back on line, the BSA will input the survey data (with assistance from evaluators as required). Evaluators and BSAs will maintain master copies of all surveys.

3.3.3. Evaluators will contact the BSA for assistance or to report database problems, such as a student not found in the database or not enrolled in the proper course of training. In the absence of the BSA, evaluators may contact HQ AETC/DOZE for assistance.

4. AGEP Orientation and Training:

4.1. Initial Orientation. Each instructor course includes a discussion of the AGEP as part of syllabus orientation.

4.2. Mission Qualification and Continuation Training. Familiarization with the AGEP Web site should be incorporated into mission qualification and continuation training programs as necessary.

4.3. Other Training. BSAs conduct training as required for evaluators. The AGEPM is available to answer questions and assist as required. Contact information is maintained on the AGEP Web site.

5. AGEP Execution:

5.1. Syllabus Stops. All AETC-owned syllabuses will include "syllabus stops" mandating when surveys must be completed. Syllabus provisions may include a window that opens at an appropriate point in training at which time the student becomes eligible for the survey, concluding with the syllabus stop. At this point, the survey must be completed before training can proceed. Gaining supervisors must administer the survey at the specified point in training.

5.2. Purpose of Surveys. Surveys are linked to training requirements within each syllabus and designed to determine if graduates are trained to meet customer requirements and prepared to begin the next phase of training and/or ready for operational duty. (*NOTE:* **Do not use student names.**) AGEP surveys provide feedback on training systems, including syllabus content and training resources. Syllabus developers and program managers use this feedback to determine if program changes are needed.

5.3. Completion of Surveys:

5.3.1. Survey questions use a rating scale of 1 to 5 (1, 2—below standard; 3, 4, 5—meet/exceed standard). Although comments are not required, they are requested for any rating of 1, 2, or 5. This ensures proper evaluation of syllabus areas that do not meet the training standard or far exceed the standard. The following paragraphs provide additional information on the rating scale:

5.3.1.1. A Rating of 1—Unsatisfactory. Skill/knowledge is unacceptable. Significant additional training or assistance is required.

5.3.1.2. A Rating of 2—Marginal. Skill/knowledge is below expectations. Additional training or assistance is required.

5.3.1.3. A Rating of 3—Satisfactory. Skill/knowledge is as expected. Student is adequately prepared to begin this course or duty.

5.3.1.4. A Rating of 4—Excellent. Skill/knowledge exceeds expectations. All training or assistance normally required or planned was significantly reduced.

5.3.1.5. A Rating of 5—Outstanding. Skill/knowledge far exceeds expectations. Training or assistance normally required or planned was unnecessary.

5.3.2. Sufficient space for comments is included in each survey. **Do not use student names.** Input substantive comments focusing on areas where the student lacked proficiency or was not well prepared by the previous course of instruction.

5.4. Reports. Supervisors at squadron level and above and the BSA have full access to AGEP reports. Reports that can be generated are: Class Average Reports (satisfaction rates), Comments, and Return Rates.

5.4.1. Squadron, group, and wing commanders or their representatives may review reports, review individual student evaluations, and enter comments. There is no requirement to enter commander comments. AGEP is not used to rate or score squadron or wing performance.

5.4.2. The AGEPM can generate custom reports from the AGEP database if needed.

6. Forms Adopted. AF Form 847.

                                              THOMAS A. O'RIORDAN, Major General, USAF
                                              Director of Operations

1 Attachment
1. Glossary of References and Supporting Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-22, *Military Training*
AETCI 36-2207, *Survival, Evasion, Resistance, and Escape (SERE) Training Systems Evaluation*
AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems, Application for Aircrew Training*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command
AGEP—Aircrew Graduate Evaluation Program
AGEPM—AGEP manager
ANG—Air National Guard
BSA—base survey administrator
FTU—formal training unit
ID—identification
ISD—instructional systems development
MAJCOM—major command
OPR—office of primary responsibility
POC—point of contact
SUPT—specialized undergraduate pilot training